



## Filing the Rule 7.1 Disclosure Statement

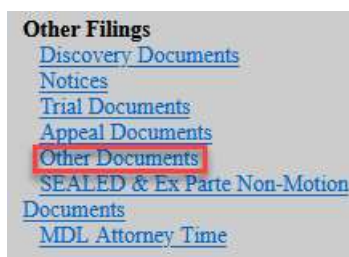
*Last Revised: March 22, 2022*

### *Procedure:*

1. After logging in to CM/ECF with the filing attorney's CM/ECF account, select **Civil** from the menu bar at the top of the screen.



2. Under Other Filings, click **Other Documents**.



3. Enter the case number, click **Next**.
4. Confirm the case number, click **Next**.
5. Select the party filing the document, click **Next**.
6. Select **Rule 7.1 – Disclosure Statement**, click **Next**.
7. Click **Browse** to attach the document, click **Next**.
8. If the party has a Corporate Parent, Publicly Held Corporation owning 10 percent of its stock, or Wholly Owned Subsidiary, click the radio button next to **Yes**, click **Next**.
9. Review the ECF Filing Instructions, click **Next**.



10. To search for a corporate parent or other affiliate, enter the Last/Business name in the box, click **Search**.

A screenshot of a web interface titled "Other Documents". Below the title is a link "0:22-cv-00018 ABC Corp.v. XYZ Co". The main heading is "Search for a corporate parent or other affiliate". There is a text input field labeled "Last/Business name" containing the text "Sucrose Dash, LLC". Below the input field are two buttons: "Search" and "Clear".

11. If the corporate parent or other affiliate appears, click on the business name, click **Select name from list**. (If the corporate parent or other affiliate does not appear, click **Create new corporate parent or other affiliate**).

A screenshot of a web interface titled "Corporate parent or other affiliate search results". It shows a dropdown menu with "Sucrose Dash, LLC" selected. Below the dropdown is a button labeled "Select name from list". To the right of this button is another button labeled "Create new corporate parent or other affiliate".

12. Confirm the correct business name was selected, click **Add corporate parent or other affiliate**.
13. Select Corporate Parent or Other Affiliate from the **Type** drop-down list and click **Add corporate parent or other affiliate**.

A screenshot of a web form titled "Corporate Parent or Other Affiliate Information". It contains several input fields: "Last/Business name" with the value "Candy Land, LLC", and "Middle name" which is empty. Below these is a "Type" dropdown menu with "Corporate Parent" selected. To the right of the dropdown is a button labeled "Add corporate parent or other affiliate".

14. Select the party adding the new corporate parent or other affiliate and click **Next**.



15. If additional corporate parents or other affiliates need to be entered, follow steps 10 – 14 above. If finished entering corporate parents or other affiliates, click **End corporate parent or other affiliate selection.**

**Other Documents**  
[0:22-cv-00018 ABC Corp.v. XYZ Co](#)

**Search for a corporate parent or other affiliate**

**Last/Business name**

**End corporate parent or other affiliate selection**

**Corporate parents and other affiliates added thus far:**  
ABC Corp. Corporate Parent Sucrose Dash, LLC

16. Click **Next.**
17. Review final docket text, click **Next.**
18. The confirmation screen will appear.